

JUS.T.I.S. Governance Council Meeting  
March 22, 2012 Minutes

Start of Meeting: 09:40 a.m.

Departments Present: Adult Probation, District Attorney, Sheriff, Police, Public Defender, Superior Court, Juvenile Probation, Department on Status of Women, City Administrator's Office, Mayor's Office, Department of Technology

Minutes from Prior Meetings – Approved minutes from meeting held on February 23, 2012.

From Executive Sponsor's Update:

The Council was updated with the status of three interdepartmental agreements.

- A Memorandum of Understanding (MOU) between the Department on the Status of Women and the City Administrator relating to reporting data was signed.
- A Management Control Agreement (MCA) between the Police and the City Administrator on matters relating to the JUSTIS interface with the Police Incident Report Data was signed.
- An MOU with the Department of Technology relating to operational support is being finalized.

A status on staffing recruitment efforts was given. Interviews to fill two programming vacancies are expected to be held in April.

A request was made to the departments working on projects to connect to JUSTIS to continue to submit status reports each month.

From the Technical Steering Committee's Update:

The JUSTIS team's primary focus this past month has been working with the Court on their connection to the Hub and with the Public Defender on their connection to the Hub. Additionally we are still waiting for contract approval that will allow the District Attorney's case management vendor to work with us to move the DA's case management software from the Hall of Justice to JUSTIS equipment at the 200 Paul Street data center.

The Police Department provided JUSTIS with Incident Report data. The team can now begin to analyze the data needed for producing statistical reports for the Status of Women's Data Portal.

JUSTIS also had discussions with the Police and the Sheriff in efforts to finalize the requirements needed to move toward a single-entry arrest booking system. A meeting with the vendor is scheduled for early April.

Additional production support was spent in March dealing with a file issue on the CABLE legacy system. Meetings were held with the impacted departments to identify the scope of the problem and to determine a plan to fix any damaged records and to prohibit any future occurrence of the problem.

Departments were informed of our current inability to use new 2012 charge codes in our booking process. We are still waiting for the Superior Court to provide bail information and the Police Department to provide the associated Bureau of Criminal Statistics codes and Uniform Crime Reporting codes. These outstanding pieces of information are pre-requisites to installing the new charge codes.

The Sheriff and Adult Probation attended a recent Technical Steering Committee meeting to provide additional details on the request made at the last Council meeting to implement a notification process for Sheriff counter bookings where a booked defendant has known probation data. JUSTIS will begin implementing this request in April.

From Case Management System Updates:

Hub Activity/Server Project:

The performance and reliability of the Hub continued to be excellent with diminishing calls for service.

The majority of service calls requiring assistance relate to improper charge codes. It is imperative that the charge code table be updated as soon as possible. The current update cycle requires bail and BCS code information from the Courts and Police respectively.

The JUSTIS team is working with the Superior Court on the interface between the Hub and CX2000, their Court Management System.

The JUSTIS team is working with the Public Defender's Office to provide a data feed from JUSTIS to their case management package.

The team is in the design phase of adding a "notification" component of the Hub.

And we have been working with a consultant on rebuilding our Citrix environment.

Data Portal for Status of Women:

The Department reported that it signed a Memorandum of Understanding with JUSTIS on its Data Portal and data needs. The Department was also delighted to hear that the Police had just delivered 3 ½ years of incident report data to JUSTIS.

The Department will be assisting the JUSTIS team by identifying its current data sources used to produce their annual report.

And the Department made the Council aware that on April 25 in City Hall they would be recognizing the accomplishments of Eileen Hirst.

Juvenile Probation:

Juvenile Probation announced that they have completed all of their annual mandatory reports and statistical reports.

They are now preparing to start a new project in which they will be rewriting their mugshot system.

District Attorney:

The District Attorney reported that they recently attended a presentation by their case management system vendor with a newly designed version of the system.

The District Attorney also reported that they were close to implementing the Subpoena module in their case management system.

And they are waiting for the paperwork to be processed that will allow their vendor to reinstall their case management software on JUSTIS equipment at 200 Paul Street.

Public Defender:

The Public Defender has initiated discussions and activities with their programming team and the JUSTIS team to identify the data that will be integrated between their case management system and

JUSTIS.

Police:

The Police Department announced that they have installed their Crime Data Warehouse at two more sites, Taravel Station and the Tenderloin Station. Their current goal is to have the Crime Data Warehouse available at all stations by the end of May and in the Investigations area by June.

The Department is also hoping to have a contract in place to begin the 3rd and 4th phases of their Crime Data Warehouse project. The new phases will focus on Business Intelligence reports and analysis.

Sheriff:

The Sheriff's Department reported that they are hoping to engage their case management vendor with their need to interface with VINE. The system allows victims to be notified when a criminal offender is being released.

The Sheriff indicated that they were working with COIT on their IT budget needs. They need to find a home for their non-JUSTIS related software and documents that are currently occupying JUSTIS real estate. They are reviewing a proposed solution to this situation from the Department of Technology. The Sheriff further indicated that they would be requesting to be on the agenda at a future TSC meeting to discussing the solution.

The Sheriff mentioned that would be working with DT to upgrade their network as the result of a recent network assessment completed by Cisco System.

Adult Probation:

The Department is working on their 1st Phase Requirements for their Compass system. Activities have been centered around Pre-sentencing reports and 1170 penal codes.

Their short term reporting needs for AB109 requirements are being met by CMS. They anticipate that their reporting needs will be handled by JUSTIS in the future.

Superior Court:

The Courts reported that during beta testing with the clerks they uncovered some processing challenges that will require some restructuring.

They are also moving forward with the development of a web process for printing calendars.

The Courts still anticipate being connected to JUSTIS by July 2012.

New Business :

The proclamation to Eileen Hirst from the Mayor will be presented to her at the next MEA dinner.

End of Meeting: 10:50 a.m.